RULES AND REGULATIONS

OF THE

Board of Education

GOVERNING THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO

ADOPTED DECEMBER 28, 1910

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RULES AND REGULATIONS

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Board of Education

GOVERNING THE

PUBLIC SCHOOLS

OF

SAN FRANCISCO

Adopted December 28, 1910, at regular meetings of the Board of Education and of the High School Board:

"RESOLVED: That the Rules and Regulations of the Board of Education governing the public schools of San Francisco, as this day examined and approved, be and are hereby adopted for the public schools of the City and County of San Francisco."

A. Carlisle & Co.

251 Bush St., S. F.

BOARD OF EDUCATION

—1910—

President, Thomas R. Bannerman

MEMBERS

Mary W. Kincaid
Henry Payot
Richard I. Whelan
Alfred Roncovieri, ex-officio

MEETINGS OF THE BOARD

Conference or Executive Session

Mondays at 1:30 p. m.

Regular (Public) Session

Wednesdays at 2 p. m.

OFFICE HOURS

Daily, 9 a. m. to 5 p. m.

Teachers' Reception Days

Tuesdays and Thursdays, from 3 to 5 p. m.

General Office
S. W. Cor. Pine and Larkin Sts.
SAN FRANCISCO

RULES

OF THE

BOARD OF EDUCATION

THE PRESIDENT.

Section 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

Sec. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President pro tempore, who shall possess the powers and perform the duties of the President.

Sec. 3. The President shall be ex-officio a member of all committees of the Board.

Sec. 4. The duties and powers of the President shall be as follows:

1. To preside at the meetings of the Board, and to preserve order and decorum.

2. To decide all points of order, subject to an appeal to the Board.

3. To order a vote of the Board to be taken in every instance where a power is exercised, by a call of the yeas and nays, or at the request of any member of the Board, such vote to be entered in the minutes of the Board.

ing shall be held at 2 o'clock p. m. on Wednesday. In the event of a quorum not being present, the Board shall stand adjourned until the next regular meeting, or until such intervening date as those present may decide upon. The concurrent vote of a majority of its members shall be necessary to transact business. In every instance where a power is exercised under Article VII of the Charter, by the Board, the vote thereon shall be taken by ayes and nays and entered in the minutes of the Board.

Sec. 6. Special meetings may be called by the President, whenever in his judgment the needs of the department require them.

Sec. 7. The President, at the written request of three members, shall call a special meeting of the Board; but no meeting of the Board shall be called on shorter notice than twenty-four hours, nor without a written notice sent to each member by the Secretary, specifying the objects of the meeting; and no business shall be transacted thereat except that for which the meeting shall have been called.

QUORUM.

Sec. 8. Three members of the Board shall constitute a quorum, which shall be necessary for the transaction of any business.

RULES OF ORDER.

Sec. 9. The rules of order governing this Board shall be the same as those governing legislative bodies generally, and as contained in "Roberts' Manual."

Sec. 10. No measure or proposition shall be valid unless it be passed by three votes; provided, that motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, shall require only a majority of the members present.

Sec. 11. A reconsideration can be had only at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken.

Sec. 12. Any rules adopted by the Board may be amended or repealed by the affirmative vote of three members at any meeting, provided notice in writing of such intended amendment or repeal has been given at a previous meeting.

Sec. 13. Any rule of the Board may be suspended by an affirmative vote of three members thereof.

ORDER OF BUSINESS.

Sec. 14. The following shall be the order of business at all regular meetings of the Board:

1. Roll call.

2. Reading and approval of the minutes.

3. Communications and petitions.

4. Reports of standing committees.

5. Reports of special committees.

6. Report of the Superintendent.

7. Nomination, election, classification and transfer of teachers.

8. Report of the Secretary.

9. Unfinished business.

10. New business.

RULES.

Sec. 15. It shall be the duty of the Board, and it shall have power:

1. To establish and maintain public schools, as provided in the Charter; to change, modify, cancel or discontinue the same, as the public welfare may require.

2. To establish and enforce all necessary rules and regulations for the government and efficiency of the schools and for carrying into effect the school system; to remedy truancy; to compel the attendance at school of children between the ages of six and fourteen years who may be found idle in public places during school hours.

3. To manage and control the school property within the district; to hold in trust all personal property that may have been or may hereafter be acquired by the School Department; to receive, take on lease, and hold in trust for the City and County, any real estate belonging to or claimed by the School Department.

4. To furnish writing and drawing paper, pens, inks, and other necessary supplies for the use of the schools; to supply text-books of the State Series for the use of pupils whose parents are unable to purchase them.

5. To employ such teachers and persons as may be necessary to carry into effect its powers and duties; to fix, alter and approve

their salaries and compensation; and to withhold for good and sufficient cause, the whole or any part of the wages, salary or compensation of any person or persons employed as aforesaid. The Board shall, between the 1st and 21st day of May of each year, adopt a schedule of salaries for the next ensuing fiscal year, for teachers and for all employees of the School Department.

6. To promote, transfer and dismiss teachers; to investigate charges against any person connected with or in the employ of the School Department, and to take testimony in such investigations; but no teacher shall be dismissed from the department except for insubordination, immoral or unprofessional conduct, or evident unfitness for teaching. Charges against teachers must be passed upon by the Board, after giving the accused teacher due hearing.

7. To grant, to renew, and, for causes mentioned in Chapter 3, Section 1, Subdivision 2 of the Charter, to revoke teachers' certificates.

8. To suspend or expel pupils for misconduct; and to exclude children under six years of age, except as provided by the State Law, "Section 1617—Ninth."

9. To enforce in schools the course of study and the use of text-books prescribed and adopted by the proper authority.

10. To appoint School Census Marshals on or before the first day in April in each year, and notify the Superintendent of such appointments.

11. To make a list of supplies estimated to be required for the ensuing fiscal year, and, before the first of May in each year, to invite proposals for the furnishing of same.

12. To provide for each school house under its control, a suitable flag of the United States, and to enforce the provision which provides that it shall be hoisted above each school house during all school sessions.

13. To enforce the provision making it unlawful for any pupil to join or become a member of any secret fraternity, sorority or club, and to expel, if necessary, any pupil who refuses to obey the State law forbidding such societies.

14. To transmit to the Supervisors annually, a report in writing, for the preceding fiscal year.

15. To approve or pass upon all demands payable out of the common school fund.

CIVIL SERVICE EXAMINATIONS.

Sec. 16. The Board shall annually conduct a competitive civil service examination for the appointment of teachers to the substitute list of the elementary day and evening schools of the City and County of

San Francisco, provided that such examination shall be both written and oral on the Theory and Practice of Teaching, and on such other topics as may from time to time be announced by the Board of Education; and, further provided, that no person shall be permitted to take said examination unless, after examination by physicians to be appointed by the Board, he or she shall be pronounced sound in health mentally and physically. Every applicant must be the holder of a teachers' certificate of a grade not lower than the grammar grade, valid under the laws of the State of California. Teachers successful in said examination shall be placed on the substitute list in the order of their standing, and shall be appointed to regular positions in the same order, subject, however, to a satisfactory probationary service of two years before final election.

SUPERINTENDENT OF COMMON SCHOOLS.

Sec. 17. The Superintendent of Common Schools shall be, by virtue of his office, a member of the Board of Education, without the right to vote. He shall have power, and it shall be his duty:

1. To observe and enforce all rules and regulations of the Board of Education and

to see that no religious or sectarian books or teachings are allowed in the schools.

2. To report to the Board of Education annually, on or before the 20th day of August, and at such other times as the Board may require, all matters pertaining to the condition and progress of the public schools of the City and County during the fiscal year, with such recommendations as he may deem proper.

3. To inform the Board of the condition of the schools, school houses and of other matters connected therewith, and to recommend such measures as he may deem necessary for the advancement of education in the City and County, and for the care and improvement of the property of the School Department.

4. To visit and examine, with the assistance of his Deputies, all the schools at least twice a year, and determine their standing and classification; to investigate all cases of suspension or discipline of pupils which the principals may have been unable to adjust, and, in the event of his inability to settle the same, to refer them to the Board; to recommend rules for the promotion of pupils from grade to grade, from school to school, and for the transfer and the graduation of pupils.

5. To recommend to the Board the courses of studies, the text-books and books for sup-

plementary use in the public schools and the purchase of such apparatus, books, stationery and other class-room supplies as may be required in the schools.

6. To report to the Board once a month upon the standing of schools examined by him and his deputies.

7. To preside over teachers' institutes and to report to the Board of Education the names of all teachers who fail to attend regularly the sessions of the Institute.

8. To distribute all laws, reports, circulars, instructions and blanks, which he may receive for the use of school officers.

9. To appoint a Census Marshal, provided the Board of Education, on or before the 1st day in April in each year fails to do so. In case such Census Marshal is found incompetent by him and discharged, and the Board fails to fill the vacancy within three days thereafter, to appoint a person competent to perform the duties of Census Marshal.

10. To sign all demands payable out of the common school fund after they shall have been approved by the Board.

11. To call meetings of the principals or of the teachers of the department, when, in his judgment, such meetings may be needed.

12. To keep on file in his office for the inspection of the Board, all reports of the Deputy Superintendents and Principals of schools.

CITY AND COUNTY BOARD OF EXAMINATION.

Sec. 18. The Superintendent and his Deputies shall constitute the City and County Board of Examination, which shall have power:

1. To examine applicants and to prescribe a standard of proficiency which will entitle the person examined to receive a certificate; the result of such examination to be reported to the Board of Education, who shall thereupon issue to the successful applicants the certificates to which they shall be entitled.

2. To recommend applicants for special certificates upon such special studies as may be authorized by the Board of Education.

3. To recommend to the Board the revocation of certificates previously granted by the Board, on account of immoral or unprofessional conduct, profanity, intemperance, or evident unfitness for teaching.

4. To recommend to the Board the granting of City certificates and the renewal thereof, in the manner provided under Section 1775 of the Political Code.

SECRETARY OF THE BOARD OF EDUCATION.

Sec. 19. It shall be the duty of the Secretary of the Board:

1. To have charge of all records of the Board, and of all papers directed to be filed, and to see that statistics obtained from Principals' reports and otherwise are correctly tabulated, summed and averaged.

2. To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

3. To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the City and County all moneys so collected, shall take the Treasurer's receipt for the same, and account to the Board at first regular meeting thereafter.

4. To notify members of the Board of all meetings.

5. To notify teachers of their appointment to positions in the department, to notify teachers and other employees of any action of the Board in which they may be concerned, and to give such other notices as may be required of him by the Board.

6. To authenticate by his signature jointly with the President of the Board of Education all money orders, checks, warrants, leases, contracts and other legal documents which require execution in the name of the Board.

7. To examine and certify to the correctness of all bills or claims presented to the Board for payment.

8. To certify to its approval by the Board, by his signature, every demand payable out of the common school fund; such certification to show date of such approval, and the law authorizing it, by title, date and section.

9. To keep full and accurate account of all receipts and expenditures of the Board in books provided for that purpose.

10. To present to the Board, as soon as practicable after the close of the fiscal year, a balance sheet of all books of accounts kept by him.

11. To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the rules of the department.

12. To give a bond before entering on the discharge of his duties in the sum of five thousand dollars, for the faithful performance thereof.

13. To superintend the Assistant Secretaries, Stenographers and other attaches of the office of the Board of Education.

14. All bids and proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for any other purposes required by the Board, shall be received by the Secretary, at a public meeting of the Board, and shall be opened by him at such meeting.

STOREKEEPER.

Sec. 20. The Storekeeper of the department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board. It shall be his duty:

1. To keep all requisition books for the purchase of supplies at his office, and he shall not allow them to be removed therefrom except by order of the Board.

2. To see that all requisitions for the purchase of supplies are duly signed by the regularly authorized member of the Board of Education, and no such requisition shall be valid without such signature.

3. To require all supplies purchased for the use of the department, except fuel, to be delivered to him at the department storehouse, and when so delivered he shall give his receipt therefor.

4. To refuse to receive any supplies unless accompanied by a requisition properly drawn up and signed by the regularly authorized member of the Board of Education, and also by bills in triplicate, showing in detail the articles furnished, the prices thereof, the date of delivery and the number of the

5. To file the triplicate bills with the Secretary of the Board of Education within forty-eight hours after the receipt of the goods. He shall retain in his office the original bill, showing in detail the articles fur-

nished, the date of delivery, and the number of the requisition.

6. To examine all materials furnished under contract, and see that the same are furnished in accordance with the specifications and samples, rejecting any or all articles that do not comply with the terms of the contract, in respect either to quantity or quality.

7. To instruct the dealer, at the time of delivery of any articles, to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

8. To keep a stock-book, in which he shall enter, under the proper heads, an account of all articles received by him and also an account of all articles delivered by him. He shall also keep an account with each school showing a statement of all articles furnished thereto, with cost thereof, and also all articles returned by the schools.

9. To deliver supplies for the use of any school only upon a requisition presented to him, properly drawn and signed by the Principal of the school and countersigned by the regularly authorized member of the Board.

10. To deliver supplies for use in the office of the Board of Education only upon

requisition presented to him, signed by the Secretary of the Board and countersigned by the regularly authorized member of the Board.

11. To take a receipt for all supplies delivered by him, specifying the name of each article delivered, sending the original receipt to the Secretary of the Board of Education within forty-eight hours after the delivery of the supplies.

12. To perform such other duties appertaining to his position as may be directed by the Board.

13. To furnish a bond in the sum of $3,000 for the faithful performance of his duties, to be approved by the President of the Board of Education.

vacation shall begin on Monday of the preceding week, and the schools shall reopen on the day following New Year's day. Should Christmas fall on a Wednesday, Thursday, Friday or Saturday, the Christmas vacation shall begin on Monday of the same week and the schools shall reopen on the Monday following the first day of January.

SPRING TERM.

(c) The Spring term shall begin on the Monday immediately following the close of the Fall term. During the Spring term a one-week's vacation shall be set by the Board.

Sec. 24. There shall be no school on Saturday, Sunday, or on any legal holiday, except election day. The following days shall be observed as holidays: Christmas, New Year's, Washington's Birthday, Lincoln's Birthday, First of May, Memorial Day, the Fourth of July, State Labor Day, Admission Day, Columbus Day, Thanksgiving Day and the next day following. Whenever any of these holidays occur on Sunday, the following Monday shall be observed as a holiday. March 7, the birthday of Luther Burbank, shall be observed as bird and arbor day, by including in the school work of the day suitable exercises.

Sec. 25. Each school day shall consist of

two sessions. The morning session shall begin at 9 o'clock and end at 12. The afternoon session shall begin at 12 and end at 3. There shall be a cessation of study and recitation once in the morning and once in the afternoon, accompanied by calisthenics or fresh air exercises, time to be arranged by the principal. Lines must be formed in yards at ten minutes before 9 a. m. and at 1 p. m.

Sec. 26. The school yards shall be open at half past eight, and pupils admitted to their class rooms at ten minutes to 9. In inclement weather class rooms shall be open at 8:35.

Sec. 27. Afternoon school sessions are not to be shortened under any circumstances, except to the extent of taking off that time which is saved from recesses when the weather is actually inclement, and the noon recess shall not be shortened unless it is actually raining at 12 o'clock, or at 12 o'clock is threatening to rain before 1 o'clock.

Sec. 28. All grades below the fifth shall be known as primary grades, and all from the fifth to the eighth, both inclusive, shall be known as grammar grades. The classification of schools into primary and grammar shall be arranged for in each annual salary schedule.

Sec. 29. Each primary school shall be taught by a principal and such teachers as may be necessary; but in all elementary day

schools having eight classes or more, the principal shall not be required to teach a class.

Sec. 30. Each grammar school shall be taught by a principal, a vice principal, and such teachers as may be needed.

PRINCIPALS.

Sec. 31. Principals of schools are the responsible administrative heads of their respective schools, and shall instruct all their teachers in all matters pertaining to discipline and teaching.

Sec. 32. It shall be the duty of principals:

1. To see that the Course of Study as prescribed by the Board is faithfully adhered to by the teachers of the several grades, to the end that the instruction in the various subjects may be continuous, systematic and effective. In schools of eight or more classes it shall be the duty of principals to inspect some classes daily and all classes within two days. When necessary the principal shall give model lessons in order that defects in methods may be corrected and the work of the teachers be made more effective; and it shall be his duty to report to the Board and to the Superintendent such teachers as persist in the use of objectionable methods.

2. To observe and enforce in their several schools all requirements of the Board

as expressed in its Rules and Regulations and official circulars, and all instructions issued in pursuance thereof by the Superintendent, and to report to the Board any violations thereof by their teachers or janitors.

3. To see that outside doors of the school building remain unlocked during school hours.

4. In all schools of three or more classes, to call a meeting of teachers after school hours, on the first Tuesday of each school month, and as often during the month as may be deemed necessary to consider points of discipline and methods of instruction.

5. To keep a record of all class inspections and examinations, of conferences with teachers, and of such other matters affecting their respective schools as they may deem necessary.

6. One week before the close of each term, to make a written report to the Board and to the Superintendent as to the efficiency and success of the teachers in their schools.

7. Principals shall send to the office of the Board at the close of the last school day of each month, a report embodying a record of the attendance, absence and tardiness of themselves and teachers for the current month, giving the exact time and date, and the causes for said absence or tardiness. All principals of day or evening schools failing to present such report before 9 o'clock a. m.

of the next day following, shall forfeit $5 of their salary. Fines for tardiness and deduction from salary for absence will be made according to the salary schedule of each year.

8. Principals shall send to the office of the Board and to the Superintendent on or before the Tuesday following the close of the school month the regular monthly report of the attendance of pupils, with every required blank space thereon properly filled in either by a number or by a 0.

9. Principals must at all times address their teachers in a courteous manner, and under no circumstances must they reprimand, adversely criticize or do anything that will humiliate a teacher in the presence of the pupils.

10. Principals shall cause written programs of the daily exercises of the several grades to be placed in some conspicuous place in the school rooms.

11. When a teacher has been reported as incompetent, or as guilty of unprofessional, insubordinate or immoral conduct, the Superintendent or President of the Board shall at once suspend such teacher from service, pending the investigation and final disposition of such report or charge.

12. Principals shall promptly acknowledge the receipt of all resolutions and circulars issued by the Board of Education or

from the office of the Superintendent of Schools. Principals who fail to comply with this rule shall forfeit one dollar of their salary.

13. Principals shall keep regular office hours on each day for the transaction of general school business. Notice of office hours shall be posted by principals on their office doors.

Sec. 33. Principals are ex officio librarians of their schools; they shall keep a record of the books in the school library and see that they are properly marked, numbered and catalogued, and shall regulate their issuance, with a view to making them as useful as possible.

Sec. 34. (a) Principals shall be responsible for the general discipline and management and for the scholarship of their schools. They shall exercise personal supervision in their school yards, give all necessary support to their vice-principals and other teachers and hold them responsible for the order and condition of their rooms, particularly as regards proper ventilating and warming of same, and for all things necessary for the preservation of the health of the teachers and pupils.

(b) In schools of from four to seven classes, both inclusive, principals may call for a substitute two days in each month, in order that they may the better supervise their schools.

(c) Principals may, in their discretion, arrange departmental teaching for the regular and special studies of the course, provided that not more than four teachers co-operate in each group for departmental work, and provided that each class remain with its own teacher not less than two hours daily.

Sec. 35. Principals shall be at their schools not later than 8:30 a. m. and shall remain at least thirty minutes after school is dismissed for the purpose of meeting parents, teachers or pupils on school business. They shall record the time of their arrival and departure daily in the teachers' time book.

Sec. 36. Principals shall not leave their schools during school hours except on school business, unless previously excused by the Board or by the President thereof in the interim between meetings.

Sec. 37. From 8:30 a. m. to 9 a. m., at recess, and at noon intermission, principals shall take charge of the boys' yard and shall detail the vice-principal to take charge of the girls' yard. In schools having no vice-principal, the principal shall take charge of the boys' yard and shall detail teachers, in regular order, to take charge of the other yard. Principals may detail teachers to do their yard duty only in cases of emergency.

Sec. 38. Principals are authorized to hold public exhibitions or public oral examinations during any day of the last three days of each term.

Sec. 39. Principals may promote deserving pupils, and may put back pupils who have fallen behind their grade, by absence or irregularity of attendance, by indolence or inattention, at any time during the year. Promotion from division to division and from grade to grade shall be made at the end of each school term. The promotion of pupils from grade to grade must be determined by the principal, after consultation with the class teacher.

Sec. 40. Within two weeks after the opening of school in each term, the principal of each school must make a report to the Board and to the Superintendent of the grade of class assigned to each teacher, and the number of pupils in each class, the same to be on blanks supplied for that purpose.

Sec. 41. Principals must post the name of the teacher and the grade of the class on the outside of the door of each class room.

Sec. 42. Principals must arrange exchanges of classes and teachers wherever necessary so that instruction may be given in special subjects prescribed by the Course of Study.

Sec. 43. At the close of each school month principals must report to the Board and to the Superintendent, on official blanks, concerning the success or failure of substitute teachers who have taught for at least three consecutive days in their schools. Three ad-

verse reports from as many principals against any substitute shall, in the judgment of the Board, work the forfeiture of the position of said substitute in the department.

Sec. 44. Principals shall be held responsible for the care and cleanliness of their buildings, and shall have entire control of their janitors in the discharge of their duties.

Sec. 45. In enrolling new pupils principals must give preference to those living nearest their schools during the first two weeks of a new school term, and shall admit no pupil who lives nearer another school having the same grade for two weeks after the opening of each school term, except in case of a cosmopolitan, a boys', a girls', or a high school.

Sec. 46. Principals must, on the last school day of each term, make a report to the Board of Education of all books loaned to indigent pupils during said term; of the number and condition of books returned, together with reasons for the non-return of books.

Sec. 47. Principals, when officially notified of any changes or amendments to these rules, shall immediately cause them to be neatly inserted in the copy of the Rules belonging to each teacher in their respective schools.

CLASSIFICATION.

Sec. 48. (a) At the close or at the beginning of the school year, principals shall classify their schools, assigning teachers to the class for which they consider them best fitted, sending reports of said classification within two weeks thereafter to the Board and to the Superintendent. Such assignments shall be subject to the approval of the Board.

(b) Whenever a vacancy shall occur in any school, it shall be the duty of the principal to notify the Board of Education of the grade of the class for which a new teacher is required.

Sec. 49. Principals shall annually so assign teachers to class rooms that they shall alternate in the occupancy of desirable and undesirable rooms, avoiding as far as possible changes which will require moving desks. First and eighth grades shall be assigned to rooms on first floor.

Sec. 50. First grade classes shall consist at the beginning of the school year of at least 40 pupils enrolled. Whenever the average daily attendance shall fall below 35, the Superintendent shall report the fact to the Board, and if in his judgment it be advisable, shall recommend a plan for consolidation or for the formation of a new class. Other primary and grammar classes shall consist of at least 45 pupils enrolled at the

beginning of the school year, and the Superintendent shall likewise report when the average daily attendance falls below 40. In schools having less than four classes these numbers may be modified to meet the needs of classification. In classes of the same grade, in any particular school, the number of pupils should be kept as nearly equal as possible.

Sec. 51. Teachers of mixed first and second grades shall receive first grade pay, providing that their classes have an average daily attendance of 30 pupils in the first grade.

SUBSTITUTES.

Sec. 52. The regular Day Substitute List shall consist of those teachers who have successfully passed the competitive examination. They shall be taken in the order of their standing in such examination.

Sec. 53. In the case of absences of teachers (except as provided in Section 100 of these rules), principals must immediately call for a substitute, unless previously notified that the teacher will be present before 9:30. Principals may call for a substitute for the morning or for the afternoon session, or for both. In case the regular teacher arrives after a substitute has been called for, the substitute shall remain at the school for the entire day, and the regular teacher shall forfeit pay for half a day.

Sec. 54. Substitutes must attend meetings at the call of the Superintendent.

Sec. 55. Substitutes are required to make themselves familiar with the Course of Study, so that they may know the work of every grade. On application to the Secretary, blank forms shall be furnished to substitutes, on which they must specify in detail where, when, and for whom they have been substituted. These reports, certified to by their respective principals, must be presented at the office of the Secretary on the last school day of each calendar month.

Sec. 56. No substitute shall receive regular appointment as a teacher in the department, until at least three months' record of successful substitute work is reported in his or her favor by principals.

DISCIPLINE.

Sec. 57. Teachers must co-operate with their principals in the management of their pupils before and after school sessions, and at recess, and at the noon intermission. Good order must be maintained in the rooms, halls and on school grounds and sidewalks immediately adjoining school houses. Teachers must be at the station to which they have been assigned in halls, yards and on stairways, promptly at the time specified by principals for such duty, and must not loiter in halls or visit one another's rooms while

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on duty. If a teacher shall fail to be at his or her post of duty, the principal shall report such failure to the Board.

Sec. 58. Every teacher is hereby especially empowered and enjoined to command order on or about the school premises, on the part of every pupil connected with the public schools.

Sec. 59. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of sarcastic or discourteous language towards pupils or parents, is expressly forbidden.

Sec. 60. Principals shall report the names and residences of habitual truants to the Superintendent whenever the assistance of the truant officer is required.

Sec. 61. Pupils may be temporarily excluded from class exercises by teachers, who shall immediately report, with reasons, to the principal for decision.

Sec. 62. Pupils who shall in any way deface or injure any school property shall be liable to suspension or expulsion, and their parents shall be liable for damages.

CORPORAL PUNISHMENT.

Sec. 63. Corporal punishment shall not be administered in the high schools, nor to girls in any of the schools of the department. Such punishment must be administered by

principals only, and shall be resorted to only in extreme cases when all other means fail to maintain discipline. No excessive, cruel or unusual punishment shall be allowed. The use of either the rattan or the strap in administering punishment is optional. Corporal punishment must be administered in presence of a witness.

Sec. 64. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and age of the pupil, the offense committed and the character of the punishment. At the close of each school month, a transcript of this record shall be sent on official blanks to the Board and to the Superintendent.

SUSPENSION AND EXPULSION.

Sec. 65. A pupil is suspended when, because of his misconduct, he is deprived of school privileges for a stated or an indefinite time, or pending action by the Superintendent or the Board of Education. No suspended pupil shall be reinstated until the principal and the class teacher shall have been heard in regard to the case.

Sec. 66. Principals may suspend pupils for a definite period not exceeding one week, or indefinitely until the Superintendent can act on the suspension.

Sec. 67. Principals must immediately report any suspension to the Superintendent, who shall decide all appeal cases, or report them, if necessary, to the Board. When a pupil is suspended, the principal must report the suspension immediately to the parent or guardian, as well as to the Superintendent. The address of parent or guardian must be written on suspension notice sent to the Superintendent.

Sec. 68. Pupils shall be expelled only by vote of the Board. Continued willful disobedience, open defiance of the authority of the teacher or immoral conduct, constitutes good cause for expulsion from schools.

DUTIES OF TEACHERS.

Sec. 69. Teachers must punctually keep the hours for opening and dismissing school, and shall remain upon the school premises during the intermission at noon, except when excused by the principal. Preparation for dismissal must not be made until within five minutes of the time set for the same.

Sec. 70. (a) Teachers, first having recorded the time of their arrival in the time book, must be in their class rooms fifteen minutes before the opening of school. Principals must take possession of the time book at 8:45 a. m. All teachers whose time has

not been recorded must be marked as tardy by the principal. Teachers leaving school premises for lunch must return at 12:50 p. m., or be marked as tardy by the principal.

(b) For the first tardiness, fifty cents; second tardiness, one dollar, and third tardiness two dollars shall be deducted from the monthly salary demand.

Sec. 71. Before beginning class exercises teachers must get all necessary supplies, as pencils, chalk (also maps, etc.), from the principal and library, and by so doing prevent wasting school time for this purpose.

Sec. 72. Teachers must not leave the school until all of the pupils of their respective classes have left the building.

Sec. 73. It shall be the duty of the teachers of the schools to read to the pupils, from time to time, so much of the school regulations as apply to them, that they may have a clear understanding of the rules by which they are governed.

Sec. 74. Teachers must enforce the law of the state of California: "Pupils are required, in all cases of absence, to bring, on their return to school, an excuse, in writing, from their parents or guardians, assigning good and sufficient reasons for such absence." Written requests from parents are necessary to secure permission to be dismissed before the close of school exercises.

In case of tardiness, a note of excuse must be presented not later than the following morning.

Pupils who fail to comply with these regulations may be suspended or punished at the discretion of the principal.

Sec. 75. Teachers must exercise reasonable supervision over the furniture of the class room and the text-books of the pupils, and must inspect both from time to time, and prevent their defacement or wanton destruction. At the close of each school year they may take from all pupils that have been promoted, or are leaving school, a list of books that such pupils wish to sell, together with their names and addresses, which list shall be furnished new pupils on entrance to their classes.

Sec. 76. Principals and teachers must not give private instruction for pay, nor for any other compensation, to pupils in their school, nor shall such private instruction be given in any building or room belonging to the Public School Department.

Sec. 77. Each teacher of a class above the second grade shall keep permanent records showing the standing and deportment of each pupil. These records must be deposited with the principal at the close of school year. Teachers of grammar and high school classes and of primary grades above the second, shall send, once a month, reports, in

required form, to parents and guardians. These reports, properly signed by parents or guardians, must be returned by pupils on the morning following the day of their issuance. No work whatever pertaining to the making of reports, or to the compilation of any school records, shall be done during teaching or school hours.

Sec. 78. Each teacher must keep a "State Register," in the required form, including the name, age and residence of each pupil, together with the name and the telephone number of the parent or guardian.

Sec. 79. The teacher of each grade must prepare a program of daily exercises, a copy of which shall be kept posted conspicuously in the school-room, and another in the State Register.

Sec. 80. Teachers shall give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. Except in excessively cold weather, teachers must not allow coal to be put into stoves or furnaces after one o'clock. During the season in which fires are required in schools, teachers must endeavor to keep their rooms at a temperature not below 65 degrees and not above 70 degrees F.

Sec. 81. Principals and teachers are strictly forbidden to require their pupils to perform any menial service, or to send them

on private or personal errands, or to send them from their rooms on any errand whatever during school hours, except to the principal's office.

Teachers must not leave their rooms to converse with one another during teaching hours, except by permission of principals.

ABSENCE OF TEACHERS.

Sec. 82. Any teacher who begins to teach after the beginning of the school year, or who shall resign or shall take a leave of absence during said year, shall receive in the aggregate for services rendered such a part of the summer vacation salary as the weeks of service rendered is to the total number of weeks of service required.

Sec. 83. Any teacher taking a leave of absence for one or more terms forfeits the right to return to a particular school. Any teacher who has served continuously in the department for ten or more years may be granted leave of absence without pay for not more than one year, unless under a suspension of the rules.

Sec. 84. No leave of absence shall be granted or renewed for a longer period than one year, except as above provided, and every leave must terminate at the beginning of a term.

Sec. 85. At the discretion of the Board,

when a teacher desires to pursue advanced studies, the leave may be for a period not exceeding three years, teachers forfeiting right to any particular grade or class.

Sec. 86. Teachers desiring to be absent from duty for more than one calendar week must give notice thereof to the Board, stating the cause and duration of such absence. Such notification, made upon official blanks, and approved by the principal, must be sent to the Board. In cases of sudden illness, or other emergency, teachers may absent themselves temporarily without permission for a term not to exceed five days.

Sec. 87. Principals may excuse the absence of teachers for less than one hour, for good cause, without loss of pay, but the principal must take charge of the class, and specify the cause on the monthly report of attendance and absence of teachers. Provided, however, that this rule shall not apply to cases of tardiness.

Sec. 88. The vice-principal shall have charge of the school during the absence of the principal. In the absence of the principal, the senior teacher of the highest grade shall take charge of the yard. When the vice-principal is absent, the principal shall designate a senior teacher of the highest grade to fill the position temporarily, and a substitute shall be assigned to the school to fill such position as the principal may direct.

A teacher acting as principal or vice-principal for more than one day in any calendar month shall receive therefor the salary of the position so temporarily filled. By senior teacher is meant the teacher possessing seniority or greater term of service in the school where he or she may be located. Departmental teaching shall not interfere with seniority; nor is seniority affected by the teaching of a high or low section of a grade during the year.

Sec. 89. A deduction of one-thirtieth of a month's salary shall be made for each day's absence, and one-sixth of this amount for each hour's absence, unless the absence be in accordance with the section which permits teachers to visit other schools, or by permission of the Board.

Sec. 90. No female teacher shall be granted a leave of absence for the purpose of matrimony.

Sec. 91. Any teacher obtaining a leave of absence under misrepresentation shall be deemed guilty of unprofessional conduct and shall be subject to dismissal.

Sec. 92. A teacher on leave of absence must give the Board two weeks' notice in advance of her intention to resume her duties. Failure to comply with this rule will cause the teacher to be placed on the substitute list.

Sec. 93. When class teachers, by reason

of frequent absence, are unable to attend to their school duties regularly, they shall be placed upon the substitute list until such time as they give evidence of ability to perform their full duty.

DUTIES OF SUPERVISORS AND ASSISTANTS.

Sec. 94. Supervisors shall have a general supervision of the instruction in their respective departments. They shall give instruction to teachers by lectures, by model or illustrative teaching, by general or personal suggestion and criticism. They shall visit the schools systematically, and shall report to the principals, who shall make a record of the same. They shall report to the principal upon the character of the instruction given in their respective departments, with criticisms and suggestions as exigencies may require. They shall report to the Board and to the Superintendent upon the general condition of the schools.

Sec. 95. (a) Supervisors and their assistants shall send to the office of the Board at the close of the last school day of each month, a report embodying a record of their attendance, and number and duration of lessons given during the current month, giving the exact time and date and the reasons for absence, if any.

The report is to be made on a special blank provided for that purpose.

(b) Supervisors and assistants failing to present such report on the last school day of each calendar month shall forfeit five dollars of their salary.

Attention is called to the salary schedule in force providing deduction from salary for absence.

(c) Supervisors and their assistants shall furnish to the Board and to the Superintendent on Monday of each week a program of proposed school visitations for that week.

Sec. 96. Supervisors and special teachers shall be employed for work in certain branches only, and they shall devote their whole time to the work in their respective departments. They shall report to and cooperate with the principals as regards their work in the respective schools. They shall report to the Superintendent and the Board as often as may be required, as to the character of the work accomplished under their instruction, together with such suggestions as to the general management of their respective departments as they may deem the interests of the schools require.

GENERAL RULES

Sec. 97. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications, of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, papers, pencils or any other school appliances.

Sec. 98. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

Sec. 99. (a) Teachers assigned for the first time to regular positions in this department, and teachers of the department assigned, by promotion or otherwise, to positions in which their ability had not previously been tested in this department, shall each serve a probationary term of two years, and until their instruction and discipline in such positions are shown to be satisfactory, before they become eligible to rank as approved, regular teachers.

(b) Probationers who have served a term of two years as such shall be entitled to

rank as approved. regular teachers, when their instruction, discipline, and the example they set to their pupils shall have been reported to the Board as fully satisfactory, by

(1) Their principals;

(2) Their Superintendent, and

(3) The Schools Committee;

and said reports shall have been approved by resolution of the Board of Education.

(c) In case the work of any probationer is reported unsatisfactory or poor, the Board may, in its discretion, extend the term of probation, or discharge the person reported against.

(d) Teachers whose instruction, discipline, or example is reported unsatisfactory or poor, by their principals, shall be transferred to another school. Teachers transferred for these causes shall be on probation for at least one school term.

Sec. 100. (a) Principals of Grammar and Primary Schools are required one day of each school term to visit other schools in the department; or, by permission of the Superintendent, schools in other cities. While absent, their duties shall be performed by a vice-principal or by another teacher, without additional pay. Principals shall detail vice-principals and other teachers to visit other public schools one-half day in each term, requiring written reports thereof. During

their absence for this purpose principals shall teach the classes. No more than one teacher in each school shall be allowed to visit on the same day. Principals of high schools shall be allowed two days in each term to visit schools or the universities, and their teachers shall be allowed one day in each term for a like purpose.

(b) Visiting principals and teachers shall reach the school visited not later than 8:45 a. m. and shall remain until the close of the session. The Superintendent may, where in his judgment it will increase their efficiency, direct principals and teachers when and where to visit, and may require written report of such visits.

(c) Principals shall report the visits of themselves and teachers under the operation of this rule to the Superintendent.

Sec. 101. Principals must not appoint, nor allow teachers to appoint monitors for the yards, halls or rooms, with the power of punishment, or of reporting pupils for reprimand or punishment. This rule does not prohibit the appointment of pupils to take charge of hat-rooms, and to distribute and collect pencils, pens and paper.

Sec. 102. Teachers must not appoint pupils to examine and credit examination papers. This rule does not prohibit the interchange of papers among pupils of the class and the crediting of such papers, when the

pupils have the right to appeal at once to the teacher. In all cases the answers must be dictated by the teacher.

Sec. 103. Unassigned teachers, when substituting on long calls, covering a period of one or more months, shall be paid the regular minimum salary of the grades in which they substitute. When such unassigned teachers substitute for a period less than a month, they shall be paid that fraction of the monthly salary that the number of days in which they have taught is of the whole number of working days of that month.

JANITORS.

Sec. 104. Janitors must report to the principal at the opening and closing hours of school.

Sec. 105. The use of intoxicating liquors or tobacco in any form by any employee of the School Department is strictly prohibited in and around school premises, under penalty of a fine or dismissal.

Sec. 106. (a) All janitors receiving salaries of $40 per month and upwards shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, without permission of the principal. During vacation they shall visit and examine every room in their charge at least once a day, and must be on duty from 9 a. m. to 12 m.

(b) Janitors whose salaries are less than $40 per month shall remain on school premises until 9:15 a. m., and shall report at 2:15 p. m. They shall keep school buildings, furniture, yard and outbuildings neat and clean; shall build fires, open and close school buildings and yards, and perform other responsible duties as ordered by the principals. If there be two janitors employed in the same school, they shall alternate weekly in remaining on the premises at the discretion of the principal.

(c) Janitors shall scrub and clean the floors of each school building four times a year during the vacations; clean the doors, desks and all finished and painted work at least twice a year, and windows when required, and properly ventilate the rooms each morning and evening. They shall water the gardens connected with their schools. Neither teachers nor janitors shall put coal into stoves after one o'clock p. m., unless by order of the principal. Janitors are forbidden to use coal oil in lighting fires.

(d) Janitors must, to the extent of their ability, and under the direction of the principal, keep buildings, yards and fences in repair.

(e) All janitors who neglect to obey the instructions given principals shall be reported to the Board of Education.

(f) Principals and teachers must not exact personal services of janitors, such as cooking, sewing or running personal errands. Such work is purely voluntary on their part and must not be forced upon them without compensation, and then only in their leisure time.

(g) Principals are required to investigate and regulate the use of water, gas and electricity, in their schools, and to make every possible effort to effect a saving. They will instruct janitors and janitresses that the closest attention must be paid so far as their duties go, to the daily consumption of water. Meters shall be read by the principals, and report made monthly to the Board. Efficiency of janitors and janitresses will be judged in part by the degree of care they may exercise in using only the amount of water actually needed in the schools.

(h) Unless excused by the principal, the janitors of all evening schools having twelve or more classes shall remain constantly on duty at the entrance of the school building during school hours, and for a period of not less than fifteen minutes before the opening of the school, and not less than ten minutes after the school shall have closed.

(i) The sweeping of halls and class rooms must be done after school hours and under no circumstances shall this work be done before school session begins.

Sec. 107. Teachers shall see that school rooms are properly vacated after school hours, giving opportunity to janitors to place same in order.

Sec. 108. Janitors, where means are available, shall weigh all coal received at the schools, and shall report thereon to principals. Certificates of these weights shall be signed by the principals, and sent by them to the storekeeper.

Sec. 109. Janitors shall raise the flag of the United States above each school house during all school sessions, during public exercises, on Lincoln Day, Washington's Birthday, Bunker Hill Day, the Fourth of July, Admission Day, Columbus Day, and on such other days as may be ordered by the President of the Board.

The flag shall be at half-mast on Memorial Day, on the death of a teacher or pupil, and on such other days as may be ordered by the President of the Board, or by the Superintendent. On the death of a teacher, the class which he or she was teaching may be excused during the time of the funeral.

Sec. 110. (a) All janitors shall be directly responsible to principals for the faithful performance of their duties, and shall be under their control and direction while on school premises.

(b) Janitors must report at once to their

principals any failure of scavengers to do their work properly.

FIRE DRILL.

Sec. 111. Principals shall institute such a system of fire drill as will quickest empty the building of the pupils. Every drill shall be timed by the principal, and a record of the same included in his monthly statistical report. The general alarm shall consist of the cry of fire, or by the cry of fire followed by a quick and violent ringing of the bells. The fire drill shall be enforced twice, at least, in each month. The alarm must always be given unexpectedly, at which time every pupil must leave the building.

PUPILS AND TEACHERS.

Sec. 112. Teachers shall hold pupils to a strict accountability for any disorderly conduct on their way to or from school. or on the school premises.

Sec. 113. Pupils on entering school shall be furnished with a list of books and other articles required in the course of study, and the neglect or refusal of parents to supply the required books within one week shall constitute cause for forfeiture of seat unless satisfactory excuse is offered to the principal.

Sec. 114. Whenever principals are satisfied that parents are too poor to furnish books, they shall make out a list on the proper blanks, which shall be signed by the parent and returned to the principals, who shall furnish the books from the school libraries. All books so supplied shall be delivered to the principals, by the class teachers, at the end of the year, or on the pupils' leaving school, and replaced in the school library, to be used, as occasion may require, in supplying other pupils. Pupils who fail to return books in reasonably good condition shall not be supplied with them in the future.

Sec. 115. (a) Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. Except in inclement weather, all pupils except those in delicate health must be required to pass out of the class room at recess.

(b) No pupil shall be permitted to leave school premises at recess, or at any other time before the regular hour for closing the school, except in case of sickness, or on written request of parent or guardian.

(c) Pupils shall be allowed to go home to lunch at the noon intermission, but principals may, at their discretion, detain those who fail to return in time. Principals may also, at their discretion, refuse permission to

pupils living at a distance to go home to lunch during inclement weather.

Sec. 116. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the principal.

Sec. 117. Pupils may be detained for not more than forty-five minutes after school for disorder, tardiness or for poor work in lessons.

Sec. 118. Pupils who are not in their class rooms at 9 o'clock a. m. or 1:05 p. m., shall be marked as tardy.

Sec. 119. (a) Whenever a pupil is absent one day, the teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.

(b) Any pupil who shall be absent one week, without giving notice to the teacher, shall lose all claim to his particular desk for the remainder of the term, and shall not be considered a member of the school.

(c) Each pupil shall have a particular desk, and shall keep the same, and the floor beneath, in a neat and orderly condition.

Sec. 120. Pupils shall not be allowed to remain in any school room, except under the direction of a teacher, unless in cases of urgent necessity and by special permission of the principal.

Sec. 121. Three days' unexcused absence of a pupil, or three acts of unexcused tardiness, in any school month, shall be good cause for forfeiture of seat, but, on personal application by the parent or guardian, the principal may readmit or may refer the case to the Superintendent.

Sec. 122. Pupils are prohibited from making presents to teachers, and from contributing towards class presents for teachers.

Sec. 123. The use of tobacco or alcoholic drink in any form on the school premises is strictly prohibited, and teachers are to notify parents, in writing, immediately of the first offense on the part of their children. More than one violation of this rule by the same pupil must be reported to the Superintendent, who will bring the case before the Board of Education for final action.

Sec. 124. Every pupil is required to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain from the use of profane or vulgar language, and from the use of tobacco, and to be clean and neat in person and clothing.

Sec. 125. Any parent who desires to have his child transferred from one school to an-

other shall apply to the principal for a certificate, which shall state the name, age, grade and residence of the pupil. Principals shall not receive without transfers pupils who have attended any other school of this department within a period of six months. Principals giving transfers shall at once notify the principal of the school to which the pupil is transferred, and the principal so receiving the transfer shall acknowledge same in writing, and thereafter be responsible for the pupil's attendance. No transfer shall be issued to any pupil who is under discipline, unless by order of the Superintendent, as a disciplinary measure. Principals will attach to the transfer, the medical inspector's history card, making it a part of said transfer, the card to be deposited by the pupil with the principal of the school to which transfer is made.

Sec. 126. Credit shall be given all pupils for work in manual training, domestic science, and music. Manual training and domestic science lessons shall be compulsory for the seventh and eighth grade pupils in those schools equipped for same; and in all other schools it shall be compulsory for the same grades unless pupils are excused for good and sufficient reasons by the President of the Board. In cases of parents desiring to have their children excused from cooking,

manual training, or other special lessons, principals will please receive the written requests of such parents and forward same to the Board, for consideration and issuance of orders.

Sec. 127. No pupil shall be allowed to discontinue any study, or to take a course other than one of the regular courses.

EVENING SCHOOLS.

Sec. 128. The evening schools of this city are established to afford the means of education to boys and girls who are unable to attend the day schools, and to adults who may wish to avail themselves of the privileges they afford. They shall be free to all persons over 14 years of age.

Sec. 129. No pupil shall be admitted to an evening school except by permission of the Board, unless prevented, by his regular occupation, from attending day school.

Sec. 130. The terms of the evening schools shall open and close on the same dates as the day schools. The daily sessions shall be held every evening of school days from 7:15 to 9:15. School buildings shall be opened for the admission of pupils at 6:45 p. m., but class rooms shall not be opened until the arrival of the teachers.

Sec. 131. Principals shall be at their schools not later than 6:45 p. m. and remain

until every pupil has left the building. They shall record the time of their arrival and departure nightly in the teachers' time book. When not required to teach a class regularly they shall keep office hours from 6:45 to 7:30 each evening. From 7:30 until close of school they shall spend the entire time in the class rooms supervising the teaching and giving illustrative lessons.

Sec. 132. The principal of an evening school having seven or more classes shall not be required to teach a class, except as provided in section 32, but shall have the general supervision of that school.

Sec. 133. No class, except a foreign class or a class of mixed grades, shall be continued for more than thirty days unless the daily average attendance equals or exceeds twenty-five.

Sec. 134. Pupils shall not be admitted to an evening class later than 8 p. m., unless excused by the principal.

Sec. 135. (a) Teachers in evening schools, first having recorded the time of their arrival in the time book, must be in their class rooms at 7 o'clock p. m., at which time principals must take possession of said time book. and all teachers whose time is not therein recorded must be marked as tardy by the principal. If a teacher be tardy at his or her post of duty, the principal shall report such tardiness to the Board.

(b) In case a teacher is not present at 7 p. m., the principal must immediately call for a substitute, unless previously notified that the teacher will be present before 7:15. In case the regular teacher arrives after a substitute has been called for, the substitute shall remain at the school for the entire evening, and the regular teacher shall forfeit pay for the entire evening. The principal shall take charge of the class while waiting for the regular teacher or substitute to arrive.

Sec. 136. Section 87 of these rules shall not apply to evening school teachers.

Sec. 137. No teacher shall be transferred from the evening schools to the day schools of this department, unless such teacher shall be able to show previous successful experience in the day schools of this department.

SANITATION.

Sec. 138. (a) Teachers must send all pupils reporting illness at home to the principal or school nurse, who shall ascertain its nature. Should the illness be of an infectious or offensive character, the principal shall exclude from school all persons residing in the same household.

(b) The principal will see that the name and address of each pupil excluded from school under this rule shall be written out in duplicate and a copy mailed immediately to

the Health Office and the Superintendent of Schools; and no pupil thus excluded shall be reinstated until a permit from the Health Officer is presented to the principal.

(c) Pupils will be excluded from school under the foregoing provisions for the respective periods stated below, which have been prescribed by the Board of Health, said periods to date from the last case in household reported to the Department of Public Health:

Disease	*Patient*	*Other Members of Household*
Amebiasis	During illness	Not to be excluded.
Cer. Spi. Meningitis (Epidemic)	Two weeks	Two weeks.
Croup	During illness	Not to be excluded.
Diphtheria	After release of quarantine.	After release of quarantine.
Erysipelas	During illness	Not to be excluded.
Influenza	During illness	Not to be excluded.
Leprosy	During illness	Not to be excluded.
Malaria	During illness	Not to be excluded.
Measles	Three weeks	Three weeks.
Parotitis (mumps)	Two weeks	Two weeks.
Pertussis (whooping cough)	Two weeks after paroxysms have ceased	Two weeks after paroxysms of patient have ceased.
Plague	During illness	Two weeks.
Pneumonia (Lobar)	During illness	Not to be excluded.
Rotheln (German measles)	Two weeks	Two weeks.
Scarlet Fever	Four weeks	Four weeks.
Smallpox	Three weeks	Three weeks.
Syphilis	During illness	Not to be excluded.
Trachoma	During illness	Not to be excluded.
Pulm. Tuberculosis	During illness	Not to be excluded.
Typhoid Fever	During illness	Not to be excluded.
Uncinariasis (hook worm)	During illness	Not to be excluded.
Varicella (chicken pox)	Three weeks	Three weeks.
Yellow Fever	Four weeks	Four weeks.

These rules also apply to the exclusion of teachers, unless the Health Officer otherwise directs.

(d) No person shall be employed by this department who is afflicted with tuberculosis or offensive catarrh, and no employee shall be retained in this department who shall have contracted either of said disease. Any employee thought to be so afflicted shall. at the request of the Board. submit to a physical examination by a competent physician and furnish the city Bacteriologist with a sample of his or her sputum, returning to the Board a written opinion of diagnosis and finding.

(e) Defective sight or hearing rendering any teacher unfit for duty shall constitute good cause for dismissal.

(f) Principals shall require from every pupil that he produce a certificate from a regularly licensed physician stating that he has been successfully vaccinated.

(g) Any teacher in whose residence there is a contagious disease shall remain away from school, and shall immediately report the facts to the Health Officer, who shall determine when the teacher may return.

(h) Pupils shall give due attention to personal neatness and cleanliness. and any who fail in this respect shall be sent home to be properly prepared for school. No pupil or teacher who is afflicted with contagious im-

petigo, ring worm, opthalmia, lice, or scabbies, shall attend school without a permit signed by the Health Officer, stating that all danger of contagion is passed.

(i) School nurses from the Department of Public Health will visit schools periodically and examine such children as are set aside by the teachers. It is obvious that the cooperation of the teachers is of great importance to the successful prosecution of the work of the Department of Public Health in the control of communicable diseases in the public schools.

MISCELLANEOUS.

Sec. 139. Graduating exercises must be held in public school buildings, except by special permission of the Board.

Sec. 140. School buildings must be used exclusively for public instruction.

Sec. 141. No festival, exhibition, concert. excursion or picnic shall be held by any school unless authorized by the Board, and when authorized, the net proceeds therefrom shall be paid to the Secretary of the Board. who shall be the custodian of the money until expended for the purposes for which it was collected. The principal of the school and the Superintendent shall have power to expend the same for apparatus or school appli-

ances. All articles purchased shall belong to the school department.

Sec. 142. No married woman shall be appointed to any teaching or supervising position in the public schools.

Sec. 143. No medals or prizes shall be awarded to pupils unless authorized by the Board.

Sec. 144. (a) No advertisement shall be read, distributed or given away in school, nor shall newspapers, books, publications or articles of any kind, except school photographs taken by the official photographer, be advertised, distributed or exhibited in schools, by teachers, pupils or other persons. Nor shall they give any list of pupils' names to anyone for any purpose whatsoever. The purchasing of photographs from the official photographer by pupils must be entirely voluntary on their part.

(b) Principals shall not allow book agents or solicitors of any kind to occupy their time or that of their assistants or pupils during school hours, and shall not as such principal or teacher permit the use of their names by any publisher or agent.

(c) Teachers are prohibited from collecting or soliciting any contributions of any sort from pupils for any purpose whatever, and it shall be the duty of the Board to peremptorily deny any and all requests which directly or indirectly have for their object

the collection of funds or the advertising of anything whatsoever of this nature.

Sec. 145. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

Sec. 146. No person in the employ of the department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, principal, or any other school officer, or receive a present from any pupil.

Sec. 147. In school rooms in which the light is from one side, pupils shall sit with the light at their left. If a room is lighted from two adjacent sides, the seats shall be so placed that the windows shall be in the rear and at the left of the pupils. In rooms in which the windows are on opposite sides, teachers are instructed to light the room so far as possible from the left side of the pupils.

Sec. 148. Any teacher, or other employee of the school department, acting under the jurisdiction of a principal, shall have the right to report in writing above his or her signature, in an unsealed communication addressed to the Board and placed in the hands of the principal for transmission to the latter, any and all violations of the Rules of the Board of which he or she may be cog-

nizant; in the same manner, to request from the Board an instruction or ruling for his or her guidance, in any matter of consequence concerning the discipline or welfare of the school department, not specifically provided for in the rules of the Board.

It shall be the duty of principals to acquaint themselves with the contents of all such unsealed communications addressed to the Board, which they may receive, endorsing same with word "forwarded," and transmit the same to the Secretary of the Board within twenty-four hours from the time of receipt.

Complaints, reports or requests for instruction coming in this way to the Board of Education, will be dealt with on their merits, to the end that justice, harmony and good discipline may prevail throughout the school department, but in no instance shall the Board fail to condemn, censure, or subject to its disciplinary action, the maker of any false, frivolous, or malicious charge or allegation affecting employees of the school department or others.

Sec. 149. All matters and requests of an official nature which pertain to the teachers or schools should be put into written form, and enclosed in an envelope addressed for transmission to the Secretary.

HIGH SCHOOLS

DEPARTMENTS.

Sec. 150. (a) Each high school shall be organized into departments, which shall be based upon particular branches of study so far as practicable, or upon cognate branches of study, provided that a department shall always include more than one teacher. The number of the departments for each school and their designation shall be determined by the Board of Education.

(b) Any high school pupil may so arrange his or her studies, under the direction of the principal, as to complete the regular course in four or more years.

(c) No special or partial course pupils shall be admitted to any high school except by permission of the Board.

(d) In high schools, principals must direct the heads of departments, and other department teachers, to assign lessons, in their respective departments, so that the total time required for home study, by pupils of average ability, shall not exceed two hours daily, in the first year, nor more than three hours daily in the other classes.

CLASSIFICATION OF TEACHERS.

Sec. 151. (a) The teachers of the high schools shall be classified as follows, and the schedule of salaries in high schools shall be fixed in accordance with this classification.

(b) Principals, who shall be regularly elected teachers holding regular certificates of the high school grade, and who shall have had ten years' successful experience in teaching.

(c) Heads of departments, who shall be regularly elected teachers holding regular certificates of the high school grade, and who shall have had five years' successful experience in teaching in secondary or higher schools.

(d) Department teachers, who shall be regularly elected teachers holding regular or special certificates of the high school grade.

(e) Special teachers, who shall hold regular or special certificates of the high school grade, and who shall devote such time and perform such duties in any high school as from time to time may be authorized by this Board upon the recommendation of the principal of the school concerned.

DUTIES.

Sec. 152. Principals shall be governed by the general rules of this department applicable to all principals. With relation to the

principal, and in the general affairs of the school, all teachers of the above classes shall be governed by the general rules of the department for teachers.

DUTIES OF HEADS OF DEPARTMENTS.

Sec. 153. In addition to the duties specified above, heads of departments shall outline the work of their departments, subject to the approval of the principal, and give all needful advice to their assistants; they shall advise pupils in regard to choice of studies and courses, both in the high school and in the higher institutions; and they shall devote such time to the examination or supervision of the work in their departments as may be assigned to them for that purpose by the principal.

Sec. 154. Heads of departments shall act as assistants to the principals of the schools to which they are assigned, and shall perform such duties as to supervision, teaching or other work as shall be required by the principals, subject to the approval of the Board of Education.

RULES FOR ADMISSION TO THE HIGH SCHOOL.

Sec. 155. Pupils may be admitted to the high schools:

(a) On certificate or diploma of graduation:

1. From any other high school or secondary school.

2. From any public grammar school.

3. From any private grammar or high school having a course of study equivalent to that of the San Francisco public schools. Schools wishing such accrediting must send their courses of study to the Superintendent of Schools. Accrediting will be withdrawn from schools whose pupils continue to make poor records in the high schools. Pupils leaving the public schools to enter private schools, if they desire to enter without examination, must spend as much time in such private schools as would have been required to complete the public grammar school. Their certificate must show this fact. If the time has been shortened by attendance at private school such pupil may be admitted on examination.

(b) On examination given by the Superintendent's office beginning Wednesday morning at 9 o'clock at the Hamilton Grammar School the week preceding the commencement of each term:

1. To pupils of the high eighth grade failing to graduate.

2. To pupils of the low eighth grade if recommended for examination by teacher and principal.

(c) Other pupils may be admitted by resolution of the Board of Education on recommendation of the Superintendent.

(d) High schools shall keep permanent record of entering pupils showing that above conditions have been fulfilled.

Sec. 156. No pupil belonging to any sorority, fraternity, or Greek letter society, as designated in Act of the State Legislature passed in March, 1909, shall be permitted to enroll as a pupil in any high school of this city.

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